



BrightStone enables adults with intellectual and developmental disabilities to expand their unique potential while enriching their lives and supporting families on a daily basis.

BrightStone's comprehensive day programs, provided in a loving environment, support our adult students through various forms of social, education, job training, and community engagement. Our comprehensive day programs and classes focus on enabling students to live a complete life through work training and life-learning experiences, physical, emotional and mental development and spiritual well-being.

BrightStone is expanding and embarking on a multi-year expansion of our programs, our campus and the number of adults we are able to serve in day program – and providing residential housing options in 2022. Our vision is to provide whole life care, meeting the needs of job, home, recreation and social well-being as well as emotional and physical health in a faith-based, caring environment on our beautiful 140-acre new campus – which will be the first facility of its kind in Tennessee. We will begin operations on our new campus in the fall of 2022. [Learn more in our latest newsletter.](#)

### **BrightStone is growing with an Immediate opportunity for a Director of Development:**

We look forward to hearing that you felt led to express your interest in BrightStone's leadership team and can't wait to discuss the possibility of having you join the BrightStone family. Position includes a competitive salary and full benefits.

The professional we seek will manage a development staff and lead fundraising campaigns, marketing, and the communications needed to attract community support for our mission.

For the past five years, we've enjoyed record growth in our fundraising efforts. We are debt free and remain financially strong thanks to faithful support from our caring community.

#### **Purpose of Position:**

To lead the development staff and direct fundraising campaigns, events, grants, marketing and the communications needed to attain budgeted income for our General operating budget.

#### **Position Objectives:**

- Achieve budgeted income for Contributions, Scholarships, Grants; Events
- Plan and execute all General campaigns, events, appeals, marketing, communications
- Lead and manage development internal or external staff
- Manage the integrity of our CRM, direct timely gift acknowledgement communications
- Build strong relationships with donors and internal or external stakeholders
- Grow our database of Individuals, organizations, churches, foundations
- Manage our website and use of technology platforms
- Grow awareness of our mission

#### **Position Responsibilities:**

Produce General contribution income of \$1,300,000 and manage \$240,000 expense budget.

Prepare Development annual revenue and expense budgets.

Establish objectives, strategies and implement tactics to accomplish approved objectives.

Attend quarterly board meetings to present and report on development financials and budgets.

Lead development of quarterly newsletters; social media; brochures; advertisements; e-blasts; tours.

Represent and promote BrightStone by attending select community events, meetings or activities.

Collaborate with the Executive Director and Chief Advancement Officer on Capital campaigns.

**Required Experience and Attributes:**

Prior experience leading a nonprofit development staff with a successful track record generating contribution, event and grant combined income of at least \$1,500,000 or more for a nonprofit organization in the Middle Tennessee market.

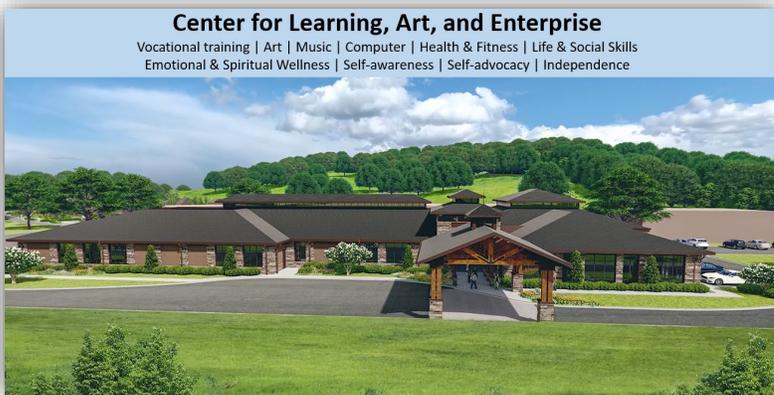
We seek an individual with a positive, outgoing personality and excellent leadership skills. You'll need to be a persuasive story-teller with great communication skills; be a confident user of technology; pays attention to details; has an entrepreneurial spirit; is a strategic thinker; and enjoys a fast-paced yet collaborative work environment. Candidates will be required to pass a background check and drug screen. College degree required.

**Technology platforms and software we use includes:**

PC's, iMac, Microsoft Office; Constant Contact; WordPress; Kindful CRM; Classy; Adobe Creative Suite; Photoshop; Canva; Hootsuite; Google

**BrightStone's Current Staff, Students, and New Facilities:**

- 17 full-time and 6 part-time employees with a full-time RN on site.
- [Link to BrightStone's Current Board of Directors](#)
- Our 23,000sf Center and 140-acre Land of Dreams Campus Opens Fall 2022.  
More info at [www.brightstone.org/landofdreams](http://www.brightstone.org/landofdreams)



**How to Apply:**

Please send your resume and include a cover letter expressing your interest to [info@brightstone.org](mailto:info@brightstone.org).  
Or, [use this link to upload your resume, cover letter and photo.](#)  
Please, no phone calls at this time.

Thanks for your interest in BrightStone.  
[www.brightstone.org](http://www.brightstone.org)